

## SAINT ANTHONY CATHOLIC SCHOOL GENERAL FINGERPRINTING PROCEDURE

Instructional personnel certified through the State of Florida are required to be fingerprinted digitally by the Archdiocese of Miami and will be re-screened every five years in conjunction with the State's certification process (this will include a renewed FDLE/FBI check). All other school employees will be re-screened every five years according to this policy. The State of Florida certification approval and the related screening results for instructional personnel will be reviewed by the Office of Safe Environment.

You must register online by accessing [www.fieldprintflorida.com](http://www.fieldprintflorida.com) and following these instructions:

- Click “Schedule an appointment” (registration can be done in English or Spanish)
- Create a secure username/password and enter the Fieldprint scheduling system
- In the “Reason why you need to be fingerprinted” screen, select the web link: “I know my Fieldprint Code”. Please note that the access code is case sensitive. **Code for School Volunteer: FPAOMSchoolVol**
- Provide all the information requested. This information is required by the FDLE/FBI in order to process the criminal search.
- At this point, the website will prompt the applicant for the information required to find a local fingerprinting facility and schedule an appointment. Instructions, directions, maps and photos will all be provided directly online.
- If additional questions or problems arise, please contact Fieldprint customer service at: 1-800-799-1067 or email: [CustomerService@fieldprint.com](mailto:CustomerService@fieldprint.com). Or select the “[Contact Us](#)” link on the website. Results of the screening will be provided to the Archdiocese of Miami Background Check Department. These results will be forwarded to Saint Anthony Catholic School.

IMPORTANT, you must bring with you 2 valid forms of identification for the fingerprints.